



PARK & RECREATION COMMISSION AGENDA

Monday, January 11, 2016

6:30 p.m.

Public Works

Conference Room

Call to Order

Roll Call

Adopt Agenda

Approval of December 14th Meeting Minutes

Old Business

1. Woodview Park Update

New Business

2. Bison Park Discussion

Other Business

3. Recreation Updates: Recreation Coordinator, Ryan Gunderson
4. Parks Misc. Updates: Parks Superintendent, Gregg Engle

Adjourn



Park & Rec - Regular

Meeting Date: 01/11/2016

SUBJECT: Approval of December 14th Meeting Minutes

Attachments

Dec2015minutes

COON RAPIDS PARK & RECREATION COMMISSION MEETING MINUTES OF MONDAY, DECEMBER 14, 2015

The regular meeting of the Parks & Recreation Commission was called to order on December 14, 2015 at 6:30 P.M. in the Public Works Conference Room.

Members Present: Chair Tim Arntson, Commissioners Mike Jacobson, Neal Livermore, Tim Matsche, Gen Sand, and Valerie Weaver

Members Absent: Commissioner Ryan McAlpine

Also Present: Ryan Gunderson, Recreation Coordinator
Gregg Engle, Parks Supervisor

ROLL CALL

Chair Arntson acknowledged roll call.

1. APPROVAL OF THE DECEMBER 14, 2015 AGENDA

MOTION BY COMMISSIONER SAND, SECONDED BY COMMISSIONER JACOBSON, TO APPROVE THE DECEMBER 14, 2015 AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2. APPROVAL OF PAST MINUTES

MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER MATSCHE, TO APPROVE THE NOVEMBER 9, 2015 MEETING MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY. JACOBSON, WEAVER ABSTAINED.

3. OLD BUSINESS

A. 2016 Parks Bond Projects Update

Mr. Gunderson provided 95% plans for the 2016 parks bond projects at Woodcrest, Pheasant Ridge, Delta and Mason parks for final review and comment by the Parks & Recreation Commission. It is planned to have final plans to authorize for bid on January 4th, bid on January 12th, open bids on February 5th and award a bid on February 16th.

The site plans for each park were reviewed.

An alternate bid for a restroom at Woodcrest will be opened. Mr. Engel stated they will be looking at a precast restroom. There will be one unisex family restroom. There will be a drinking fountain and a dog drinking fountain.

Mr. Gunderson recommended in Delta and Woodcrest that two basketball hoops be put in on a smaller size court. Pheasant Ridge will have only one basketball hoop.

The looping trail at Woodcrest will also be an alternate bid. The fence will remain to be used as a buffer.

Commissioner Jacobson asked about the alternate at Pheasant Ridge Park ADA Parking and Mr. Gunderson stated it will be accessible and signage will be posted. There is parking on both sides of the street currently.

Commissioner Livermore asked about the size of the gazebos and Mr. Engel stated they are comparable in size to Peppermint Park. The size of the gazebos will be discussed in the future. Pheasant Ridge may need a larger gazebo.

Commissioner Jacobson asked if there is a trail that goes into the playground as far as accessibility and Mr. Gunderson stated there is a trail.

MOTION BY COMMISSIONER JACOBSON, SECONDED BY COMMISSIONER LIVERMORE, TO SUPPORT THE 95% PLANS AS PRESENTED. MOTION PASSED UNANIMOUSLY

B. Update on 85th Avenue Trail

Mr. Gunderson reviewed the 85th Avenue trail plans continue to move forward with the plan to bid in February and commence with spring construction. The current plan was provided for Commission review.

Mr. Engel stated the trails go between the houses in the neighborhood and would connect to the County Park. The trail runs along the street at that point. Identification signs will show the Mississippi Regional Trail.

4. NEW BUSINESS

A. Woodview Park Update

Mr. Engel provided an update on plans for updating Woodview Park. He stated focus will be on the shelter, the playground and the trails. The shelter is not in bad shape currently. Some modifications would be made to the posts along with some decorative fencing/railing. This would be an economical way to improve the shelter. Some additional grills could also be added. Designs will come before the Commission for approval. Mr. Engel stated the National Guard would like to work with the City on this playground. He does plan to work with GameTime (playground supplier) and will obtain some pricing. This could be part of the Blue Community Program. The plan would be to keep the tot lot and 5-12 year old playground separated.

Chair Arntson asked what is planned to Sand Creek for use during tournaments. Commissioner Livermore suggested a theme for the playground and Mr. Gunderson stated that would cost considerably more.

The shelter at Woodview could hold 60 people. This updating does not need Council approval. A neighborhood meeting could be held sometime in April 2016. Construction could be planned in September 2016. The trails would just need sealcoating with the possibility of using a different polymer product.

There is \$100,000 in the budget for miscellaneous trail improvements over 10 years. The bridge at Erlandson would be \$60,000 and could be used for emergency vehicle usage. The trail for Riverwind Park would be \$50,000 for total reconstruction. There is minor trail work that needs to be done at Peppermint Stick Park. New curb and gutter was put in at Towerview Park. The trail needs to be completed (60 feet) for a cost of approximately \$10,000. There is \$150,000 for park improvements over 10 years.

Commissioner Livermore suggested the Park Commission work together with the Safety Commission to look at sidewalk plans.

Epiphany Ponds trail also needs some work. This has been on the backburner for years.

B. Donation of 2245 Main Street

Mr. Gunderson stated Community Development has been approached by Shamrock Development Inc. to consider a donation acceptance of the property at 2245 Main Street NW. This item is for information and will be considered by Council on December 15th. The Council will be asked to adopt a resolution accepting the donation of real property at 2245 Main Street, accepting the deed and authorizing a budget amendment.

Adjacent to Bison Creek Park, the property at 2245 Main Street is 4.78 acres in size and currently owned by Shamrock Development. At the time the Ashley Oaks subdivision was developed, two outlots were deeded to the City for parkland. It was envisioned that the property at 2245 Main Street would eventually be deeded to the City as well. The lot contains a single-family house that is in poor condition and has been vacant for several years. Most of the property is considered a wetland and is generally undevelopable. The City's Comprehensive Plan guides this property for park and open space purposes. The HRA acquired neighboring properties at 2285 and 2335 Main Street in the last few years, so all of these properties can function as passive open space in the short term. The Parks, Trails and Open Space System Plan Update adopted in 2012 recommended enhancing the internal trail system in Bison Creek Park. While no improvements are currently programmed, acquiring the property at 2245 Main Street will expand future opportunities for park amenities, including looped trails, connections, and a trailhead with parking.

Shamrock proposes donating the property to the City and conveying it via quit claim deed. There would be no cost to the City for acquisition. However, the City would need to demolish the house, estimated to be around \$10,000 and pay off approximately \$4,800

in special assessments related to infrastructure improvements. The City would also be responsible for property taxes before the property can be classified as tax exempt, which is estimated at about \$2000. Sufficient funds exist in the Park Improvement Fund for these expenditures. The Council will be asked to approve a budget amendment authorizing the expenditure. Overall Staff is comfortable with this arrangement and feels that for adding nearly 5 acres of land to a park where future improvements are planned.

C. Council Work Session Update from December 8, 2015

Mr. Gunderson reviewed Council met in work session on Tuesday, December 8, 2015 to discuss a number of Parks and Recreation items. He provided the following update on direction given

Park Ordinances – Council was in support of making all park hours 5 a.m. to 10 p.m. Exception will be allowed for City approved athletic and special use. Additional parking will not be allowed in a City park outside of these same hours. This item will be moving forward to Council for approval. Signage will be done to show the park hours.

Affiliation Agreements and Athletic Council – Council was briefed on the annual meetings held with athletic associations and status of the Affiliation Agreements. Staff will be finalizing the agreement with associations and any facility agreements that must accompany the Affiliation Agreement. Additionally, Council supports the development of an Athletic Council. Staff will move forward in working on the scope and direction of this group. This is to bring the associations together around their common goals. The Athletic Council will not have decision-making power, but will be a common group to bring proposals to Staff, Park and Recreation Commission and Council for the benefit of all athletics in the City. The first meeting will be planned for late winter 2016.

Park Donations and Naming – Council is in support of having donation and naming policy and procedures in place. The policy will set forth the procedure for how groups go about donating to the City and/or naming of a park. Council still will have ultimate authority to accept or decline any donation. Policies will be updated and put into place.

Advertising – Staff presented Council with options around advertising in parks. After discussion around who should lead this practice, staff or associations, it was decided to table for more research. Council would like to wait until the updated parks are open and we evaluate before allowing advertising in them. Additionally, it is believed this is a topic for the Athletic Council and Staff to work on to develop a plan.

Sand Creek Programming and Parks & Recreation Brochure – Staff provided an update on what programming might look like at Sand Creek in 2017. Staff was seeking direction on how to go about soliciting additional tournaments and conduct maintenance of the field. Council believes that a City Staff should be present when tournaments are taking place at Sand Creek. Additionally, Council's direction is to develop a plan to work with associations to make sure we maintain the facility in a safe and clean manner.

The tournament discussion led to discussion of a Parks & Recreation brochure. This is a common practice in many cities. Council supports the development of marketing our community and the Parks and Recreation opportunities. Items to consider is how we engage the business community more and leverage other partners like the convention and visitor bureau for future events.

5. OTHER BUSINESS

A discussion was held as to if meetings should continue in 2016 as the second Monday of each month at 6:30 p.m. The meetings will stand.

6. ADJOURNMENT

MOTION BY COMMISSIONER SAND, SECONDED BY COMMISSIONER JACOBSON, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 7:55 P.M.

Respectfully submitted,

Ryan Gunderson
Recreation Coordinator

Drafted by:
Debbie Wolfe
TimeSaver Off Site Secretarial, Inc.



Park & Rec - Regular

1.

Meeting Date: 01/11/2016

Subject: Woodview Park Update

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

2.

Meeting Date: 01/11/2016

Subject: Bison Park Discussion

From: Mark Hansen, Assistant City Engineer

Mark Hansen from the Engineering department will be on hand to lead a discussion around Bison Park and adjoining properties.



Park & Rec - Regular

3.

Meeting Date: 01/11/2016

Subject: Recreation Updates: Recreation Coordinator, Ryan Gunderson

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

4.

Meeting Date: 01/11/2016

Subject: Parks Misc. Updates: Parks Superintendent, Gregg Engle

From: Ryan Gunderson, Recreation Coordinator
